



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

PHILIP A. SHUCET
COMMISSIONER

April 7, 2005

To City & Town Managers

Dear City & Town Managers:

In the Commonwealth's continuing transformation of how transportation projects are delivered, the Commonwealth Transportation Board's (CTB) revenue sharing program has been modified and its funding increased for the upcoming fiscal year. The program will be open to all counties, as well as cities and towns maintaining their road system; funding to each can be up to \$1 million; and the total program's budget will be \$100 million.

As background, the revenue sharing program has been available to counties for primary and secondary projects within their boundaries on a one-to-one matching basis. The CTB's allocation was \$15 million with counties providing a matching \$15 million. The CTB funding limitation was \$500,000 per locality. The current program guidelines and forms you will need can be reviewed at <http://www.virginiadot.org/business/local-assistance.asp>. While these guidelines will be followed in general, the process for FY06 will be modified slightly for the inclusion of the urban municipalities with the expectation that the expanded program will include projects administered by local governments.

If your locality wishes to participate in the program for the fiscal year ending June 30, 2006, the following items must be provided by July 22, 2005 to the Local Assistance Division:

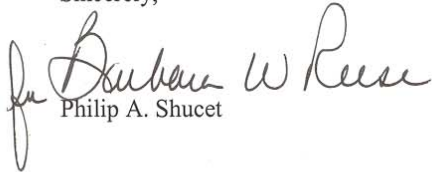
- A resolution of the City or Town Council outlining their request to participate and support of the potential projects identified for possible funding from the program (sample on the website), and
- A *designation of funds* form which prioritizes the list of eligible projects with individual estimated project costs (on the website)

The urban program manager for your locality can work with you to identify a list of one or more improvement projects that would be eligible for this Program. A list of managers is also included on our webpage.

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The Department looks forward to working with all of you in this expanded program during the upcoming year. I encourage you to contact your urban program manager or Mike Estes, Local Assistance Director, with any questions or concerns. Mike can be reached at Michael.Estes@VDOT.virginia.gov or (804) 786-2745.

Sincerely,


Philip A. Shucet